29 June 1966

MEMORANDUM FOR: Chief, Executive and Planning Division

ATTENTION   : [   ]   25X1

SUBJECT   : IOS - Administrative
                    (Computer Applications)

1. Reference is made to the meeting of 20 June 1966 at which time the various Directorates within the Office of Security were requested to submit ideas and suggestions concerning possible computer utilization. The following possibilities are submitted for your consideration:

   a. To control the progress of cases from time of receipt to closing, thereby eliminating the control clerk function.

   b. To provide case statistics, thereby eliminating the preparation of statistical reports.

   c. To provide instant file summaries for quick reference and review purposes.

   d. To provide customer statistics for planning purposes.

   e. To enable the assignment of field cases and reporting of results of investigation in favorable cases, by means of IBM or similar facility.

   f. For some time it has been the desire of the Cover Branch/OSD to computerize the record keeping functions incidental to the issuance and maintenance
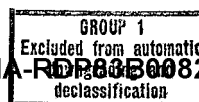
of credentials and cover. Approximately fifteen months ago, this had progressed to the point where the Computer Services Staff had provided the Cover Branch with a sample run. The programming had been worked out and most of the roadblocks had been overcome. The system as it was envisioned at that time would have provided the Cover Branch with periodical alphabetical runs of Office of Security personnel under cover with a listing of all credentials issued to them. In addition, special runs on individual covers and/or credentials could have been obtained on short notice. Also, runs could have been obtained by office of assignment.

Most of the above information is only available at the present time by extensive searching through existing records. By computerizing this information, our records would be much more up to date, easier to maintain, and more readily accessible.

It was the hope of the Cover Branch that eventually all Office of Security Career Services personnel would be included in this system. This would even include those OS personnel who are serving overseas under DDP Divisions. It would also include personnel who are in a completely open status, thereby establishing a positive record on all personnel.

It is felt that the record keeping functions necessary with the issuance and maintenance of credentials and cover can be readily computerized and will result in a much more efficient system.

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It is understood that the machines are even capable of sending out reminder letters if given the proper information. The present practice of the [   ] is to send out letters to users requesting information as to whether or not a facility should be cancelled or maintained. A copy of this letter is attached for your information. If the computer could be given the necessary information, it could sent out these letters automatically.

2.   Please advise if we can be of further assistance in this regard.

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Acting Deputy Director of Security (IOS)

Attachment:
  Sample Letter

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

	UNCLASSIFIED		CONFIDENTIAL		SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DC/PSD	6/27	
2	C/PSD	6/28	JLK (BC)
3	ADDS/PS *DD/PS*	28 JUN 1966 28 JUN 1966	
4	AC/SP&ES		
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

DEADLINE: 28 June 1966

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FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
	6/27/66

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